

Suggestions to Authors

Articles are accepted for the *Monthly Weather Review* with the understanding that they have not been published or accepted for publication elsewhere.

Two copies of the *manuscript* should be submitted. All text including footnotes, references, tables, and captions for figures, should be double spaced with margins of at least 1 inch on sides, top, and bottom. Some inked corrections are acceptable, but pages with major changes should be retyped. The style of capitalization, abbreviation, etc., used in the *Review* is governed by the rules set down in the Government Printing Office *Style Manual*. A multilithed or mimeographed manuscript is acceptable if it satisfies the requirements of double spacing and easily legible type.

An *abstract* should be supplied with all but the briefest of papers. It should cover, in as concise a manner as possible, the main purpose and subject matter of the paper and the principal conclusions. One paragraph is usually sufficient.

Tables should be typed, each on a separate page, with a title provided. They should be numbered consecutively in arabic numerals. Remember that proper alignment of columns in the typewritten version is important for the reviewer's understanding of your data and for its correct transfer into type.

Mathematical notation. Conventional symbols in accordance with the American Standards Association Letter Symbols for Meteorology should be used. If equations are written into the manuscript in longhand, dubious-looking symbols should be identified with a penciled note.

References should be listed on a separate sheet numbered in the order in which they occur in the text; or, if there are more than 10, in alphabetical order according to author. The listing should include author, title, and source (if the source is a magazine, the volume, number, month, year, and complete page numbers should be listed; if the source is a book, the publisher, place and date of publication, and the page numbers of the reference). Examples: J. L. Smith, "Referencing," *The Editors Monthly*, vol. 24, No. 2, Feb. 1963, pp. 10-12. J. L. Smith, "Referencing," *Compendium on Writing*, Smith-

Brown and Co., New York, 1962, pp. 428-434. If reference is made to a self-contained publication, the author, title, publisher, place of publication and date, and total pages should be given. For example: B. Brown, *Time and Space*, Doe Publishers, London, 1892, 320 pp. Within the text, references should be indicated by arabic numbers in brackets to correspond to the numbered list.

Footnotes should be numbered consecutively in arabic numerals and indicated in the text by superscripts. Each should be typed at the bottom of the page on which the footnote reference occurs. In many cases the material in a footnote can be included in the text within parentheses. This avoids the risk that the footnote runs of being lost or dropped off or interchanged with another.

Illustrations. A list of captions for the illustrations should be typed (double spaced) on a separate sheet. Every illustration should have an explanatory caption. Number each illustration in the margin or on the back outside the image area. To fit into the *Review* page, illustrations must take a reduction to 3½ by 9 (column size) or 7½ by 9 inches (page size). *Map bases* should show only political and continental boundaries and latitude and longitude lines, unless data are to be plotted, when station circles will also be needed. Usually the less unnecessary detail in the background the better will be the result from the standpoint of clear reproduction.

Line drawings and graphs should also be uncluttered with fine background grids unless the graph demands very close reading. Lines should be even and black, lettering legible, symbols distinctive, and both lettering and symbols large enough to maintain their legibility under the necessary reduction. If reproductions of line drawings are submitted because of the large size of the original, they must be extremely clear. Mimeographed copies or "photocopy" types of reproduction are not satisfactory.

Photographs should be sharp and clear, with a glossy surface. Bear in mind that marks from paper clips or writing across the back will show up in the reproduction. Drawings and photographs should be protected with cardboard and mailed flat.